MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

NEW ENGLAND ARCHIVISTS

A NEW DEAL FOR ARCHIVISTS

The Expanding Scope and Content of Archival Responsibilities

MARAC/NEA
Fall Meeting 2002
Poughkeepsie, New York
Poughkeepsie Grand Hotel
October 24–26, 2002

MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Welcome!

On behalf of the Mid-Atlantic Regional Archives Conference and the New England Archivists, we welcome you to our joint fall meeting in Poughkeepsie, New York, October 24-26, 2002. This collaboration brings together two regional organizations to exchange ideas, concerns, solutions, and new approaches. Please take advantage of this opportunity to meet colleagues from outside your region. Join MARAC as it celebrates its thirtieth anniversary!

The Program Committee has prepared a conference titled "A New Deal for Archivists: the Expanding Scope and Content of Archival Responsibilities" with a variety of sessions that will appeal to all conference attendees. The sessions address a wide range of archival concerns for small and large repositories: selecting collections for digitization, conducting a job search, moving an archives, strategic planning, environmental monitoring, and administering grants. Collecting profiles include manuscripts in public libraries, maritime collections, and documentation of the environmental movement. A special session Friday evening will provide a lighthearted cinematic portrayal of archives in the movies.

Following the Friday luncheon, NEA will recognize an individual or institution that has demonstrated extraordinary support of archival programs with presentation of the NEA Archival Advocacy Award. Then our plenary speaker, Edward Tenner, an independent writer and consultant, will speak about the evaporation of knowledge based on his efforts to use archives and the published record to understand the past, and on the paradox of anticipating what people will find interesting in the future. Mr. Tenner explores the unpredictable side of technology from the *Paradoxical Proliferation of Paper* to *Why Things Bite Back: Technology and the Revenge of Unintended Consequences.*

Located halfway between Albany and New York City, Poughkeepsie is nestled in the heart of historic Hudson Valley. The area was home to the Roosevelts, Rockefellers, Vanderbilts, and the Hudson River School of painters. Vassar College, Marist College, Bard College, and the United States Military Academy at West Point are among the institutions of higher education in the region. Conference participants will have an opportunity to visit and tour the Culinary Institute of America, Vassar College Libraries, the Samuel F.B. Morse Historic Site, Huguenot Street Historic District in New Paltz, and Adair Vineyards. Come early or stay late, explore the local cultural and culinary delights, and enjoy the October foliage of the Hudson River Valley.

Christine Crawford-Oppenheimer, MARAC
Brian Keough, MARAC
Co-chairs, Local Arrangements Committee

Barbara Austen, NEA
Alison Oswald, MARAC
Co-chairs, Program Committee

Local Arrangements Committee

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Brian Keough, *University at Albany, SUNY*

John Ansley, *Marist College*
Erica Blumenfeld, *Dutchess County Historical Society*
Mindy Gordon, *Rockefeller Archive Center*
Jen Halloran, *IBM*
Geoffrey Huth, *New York State Archives*
Lisa Jacobson, *Maryknoll Mission Archives*
Cassandra Keith, *Poughkeepsie Day School*
Lisa Kochik, *Newburgh Free Library*
Ray LaFever, *New York State Archives*
John LeGloahec, *International Monetary Fund Archives*
Dianne Macpherson, *Lower Hudson Conference*
Peter Nelson, *Amherst College*
Ronald Patkus, *Vassar College*
Ellen Pierce, *IBM*
Andy Potter, *NARA, Northeast Region (Pittsfield)*
Michelle Powers, *University at Albany, SUNY*
Mary Ellen Rogan, *Billy Rose Theatre Collection, New York Public Library for the Performing Arts*
Eric Roth, *Huguenot Historical Society*
Linda Snyder, *Hudson Microimaging*
Alycia Vivona, *Franklin D. Roosevelt Library*
Joy Weiner, *Archives of American Art*

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Joseph Ciccone, *Merck & Co., Inc.*
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Elizabeth Marzuoli, *Massachusetts State Archives*
Gregor Trinkaus-Randall, *Massachusetts Board of Library Commissioners*
Elizabeth Slomba, *University of New Hampshire*
Marjorie Strong, *Vermont Historical Society*

Program Editors

L. Rebecca Johnson Melvin, *University of Delaware Library*
Cheryl L. Stadel-Bevans, *Center for Electronic Records, NARA*

About the Cover

Springwood, the Hyde Park, New York, home of Franklin D. Roosevelt. Photograph courtesy of the Franklin D. Roosevelt Library.

SCHEDULE-AT-A-GLANCE

WEDNESDAY, October 23

6:00 pm – 8:00 pm . . . . . *Earlybird Registration*

THURSDAY, October 24

8:00 am – 6:00 pm . . . . . *Registration*
9:00 am – 5:00 pm . . . . . ***W1–W5** – Workshops*
10:00 am – 10:30 am . . . . . *Beverage Break*
10:00 am – 12:00 pm . . . . . ***T1** – Culinary Institute of America*
1:30 pm – 4:30 pm . . . . ***T2** – Vassar College Libraries*
2:00 pm – 4:00 pm . . . . *MARAC Committee Meetings*
2:00 pm – 5:00 pm . . . . . ***T3** – Samuel F.B. Morse Historic Site*
2:30 pm – 3:00 pm . . . . . *Refreshment Break*
6:30 pm – 10:00 pm . . . . *MARAC Steering Committee Meeting and Dinner*
8:00 pm – 11:00 pm . . . . . *Hospitality Suite*

FRIDAY, October 25

7:15 am – 5:15 pm . . . . . *Registration*
8:00 am – 5:00 pm . . . . . *Exhibitors*
8:00 am – 8:45 am . . . . . *Continental Breakfast*
8:00 am – 11:30 am . . . . . *NEA Board Meeting*
8:30 am – 9:00 am . . . . . *MARAC New Member Orientation*
9:00 am – 9:45 am . . *MARAC State Caucus Meetings*
9:45 am – 10:00 am . . . . . *Beverage Break*
10:00 am – 11:30 am . . . . . *MARAC Business Meeting*
11:45 am – 12:45 pm . . . . . *Luncheon*
12:45 pm – 1:30 pm . . . . . *Plenary Program*
1:45 pm – 3:15 pm . . . ***S1–S4** – Concurrent Sessions*
3:15 pm – 3:30 pm . . . . . *Refreshment Break*
3:30 pm – 5:00 pm . . . . ***S5–S8** – Concurrent Sessions*
6:00 pm – 8:00 pm . . . . . *Reception at Franklin D. Roosevelt Library*
9:00 pm – 10:00 pm . . . . . *"Archives in the Movies"*
9:00 pm – 11:00 pm . . . . . *Hospitality Suite*

SATURDAY, October 26

7:30 am – 11:30 am . . . . . *Registration*
8:00 am – 8:45 am . . . . . *Continental Breakfast*
8:45 am – 10:15 am . . . ***S9–S12** – Concurrent Sessions*
10:15 am – 10:30 am . . . . . *Beverage Break*
10:30 am – 12:00 pm . . ***S13–S16** – Concurrent Sessions*
1:00 pm – 5:00 pm . . . . . ***T4** – Huguenot Street and Adair Vineyards*

Conference Overview and Special Events

WEDNESDAY, OCTOBER 23

6:00 pm – 8:00 pm ..... Earlybird Registration

THURSDAY, OCTOBER 24

8:00 am – 6:00 pm ..... Registration

9:00 am – 5:00 pm ..... **W1–W5** Workshops
See pages 8–9

10:00 am – 10:30 am ..... Beverage Break

10:00 am – 12:00 pm ..... **T1** Culinary Institute of America
See page 6

1:30 pm – 4:30 pm ..... **T2** Vassar College Libraries
See page 6

2:00 pm – 4:00 pm ..... MARAC Committee Meetings

All committee chairs should contact their members prior to the Poughkeepsie meeting to verify meeting times and prepare agendas. A listing here does not necessarily mean that the committee will meet in Poughkeepsie.

Arline Custer Award Committee
Development Committee
Education Committee
Finance Committee
Finding Aids Committee
Meetings Coordinating Committee
Membership Development Committee
Nominating Committee
Outreach Committee
Publications Committee

Program and Local Arrangements committees for Spring 2003

Program and Local Arrangements committees for Fall 2003

2:00 pm – 5:00 pm ..... **T3** Samuel F.B. Morse Historic Site
See page 6

6:30 pm – 10:00 pm ..... MARAC Steering Committee Meeting and Dinner

8:00 pm – 11:00 pm ..... Hospitality Suite

FRIDAY, OCTOBER 25

7:15 am – 5:15 pm .....Registration

8:00 am – 5:00 pm .....Exhibitors

8:00 am – 8:45 am .....Continental Breakfast

8:00 am – 11:30 am .....NEA Board Meeting

8:30 am – 9:00 am .....MARAC New Member Orientation

9:00 am – 9:45 am .....MARAC State Caucus Meetings

9:45 am – 10:00 am .....Beverage Break

10:00 am – 11:30 am .....MARAC Business Meeting

11:45 am – 12:45 pm .....Luncheon

Doors to the Ballroom open immediately following the luncheon (see registration form for cost and entrée choices). All conference attendees are welcome to attend the plenary program after lunch.

12:45 pm – 1:30 pm .....Plenary Program

Presentation of the NEA Archival Advocacy and Hale Awards

The NEA Archival Advocacy Award recognizes an individual or institution demonstrating extraordinary support of New England archival programs and records, either politically, financially, or through public advocacy. The Hale Award is given annually to promote the professional development of archivists in the New England region. The award honors Dr. Richard W. Hale, Jr., who was Archivist of the Commonwealth of Massachusetts, 1961-1976, and a founding member of the New England Archivists.

The Evaporation of Knowledge

Our plenary speaker is Edward Tenner, an independent writer and consultant, formerly at the Institute for Advanced Study, and more recently with the Geosciences and English departments at Princeton University. His essays, writings, and reviews have appeared in the *New York Times, Wall Street Journal, Newsday*, the *Guardian and Telegraph, Invention and Technology*, and other scholarly journals. Mr. Tenner explores the unpredictable side of technology from the *Paradoxical Proliferation of Paper* to *Why Things Bite Back: Technology and the Revenge of Unintended Consequences.* Mr. Tenner will speak about the evaporation of knowledge based on his efforts to use archives and the published record to understand the past, and on the paradox of anticipating what people will find interesting in the future.

1:45 pm – 3:15 pm . . . . . **S1–S4** Concurrent Sessions
See pages 10–11

3:15 pm – 3:30 pm . . . . . Refreshment Break

3:30 pm – 5:00 pm . . . . . **S5–S8** Concurrent Sessions
See pages 11–12

6:00 pm – 8:00 pm . . . . . Reception at the Franklin D. Roosevelt Library

The Franklin D. Roosevelt Library, the first of the presidential libraries, is the site of the evening reception. Built with native fieldstone in a Dutch colonial style on sixteen acres of the Roosevelt estate, the Library houses over two hundred collections. These include the President's personal and family papers, papers from his public career at the state and national level, and the papers of Mrs. Roosevelt and many of FDR's associates in public and private life. The reception will be held in the museum galleries where you can enjoy the exhibits and shop in the New Deal Store.

9:00 pm – 10:00 pm . . . . . Special Session

Archives in the Movies: the Good, the Bad, and the Ugly

Leith G. Johnson, co-curator of the Wesleyan Cinema Archives, will talk about how motion pictures influence the views we have of our society–what we think of as reality may be based only on what we have seen in the dark with strangers. Our stereotypes of any number of professions–cops, mobsters, Terminators, starship captains–have no doubt been shaped by what we have seen on the silver screen. What do films say about our profession? Using a wide variety of film clips, the speaker will show and discuss how archivists, curators, and institutions that preserve the historical record are portrayed, for better or worse, in the movies.

9:00 pm – 11:00 pm . . . . . Hospitality Suite

SATURDAY, OCTOBER 26

7:30 am – 11:30 am . . . . . Registration

8:00 am – 8:45 am . . . . . Continental Breakfast

8:45 am – 10:15 am . . . . . **S9–S12** Concurrent Sessions
See pages 12–13

10:15 am – 10:30 am . . . . . Beverage Break

10:30 am – 12:00 pm . . . . . **S13–S16** Concurrent Sessions
See pages 13–14

1:00 pm – 5:00 pm . . . . . **T4** Huguenot Street Historic District and Adair Vineyards
See page 7

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For online program information, visit:

http://www.marac.info/fall2002a.htm

or

http://www.lib.umb.edu/newengarch/meetings/f02/index.html

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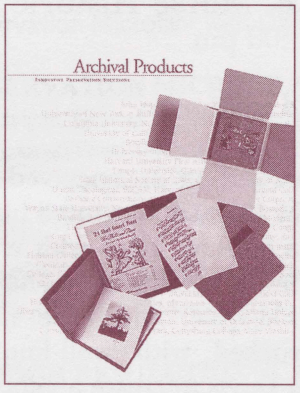

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Tours

THURSDAY, OCTOBER 24

T1 Culinary Institute of America

10:00 am – 12:00 pm
Fee: $15.00
Limited to 24 registrants

The Culinary Institute of America opened as the New Haven Restaurant Institute in 1946 and originally served as a vocational training school for World War II veterans. Two moves and two name changes later, the CIA has grown with the foodservice industry and is now the only residential college in the world devoted entirely to culinary education. The school offers Associates and Bachelors degrees, and is accredited by the Middle States Association of Colleges and Schools. In 1970, the CIA purchased a former Jesuit seminary in Hyde Park, and its campus is now situated on 80 acres of land overlooking the Hudson River. The CIA's Conrad N. Hilton Library houses an outstanding collection of more than 64,000 volumes, special collections of menus, rare books, and other special holdings from the culinary field. The tour will visit the school, library, kitchen classrooms, restaurants, and bookstore. Those who are interested can stay and purchase lunch after the tour. The Apple Pie Bakery Cafe does not require reservations. Call for reservations at other restaurants at (845) 471-6608. The fee covers transportation to and from the campus. *Please wear comfortable shoes for this walking tour.*
http://www.ciachef.edu/

T2 Vassar College Libraries

1:30 pm – 4:30 pm
Fee: $15.00
Limited to 20 registrants

When Vassar opened in 1865, its library of 3,000 books was contained in a single room. The 1905 Thompson Library was built in the perpendicular Gothic style and continues to grow, currently housing over 750,000 volumes and last renovated in 2001. In the central hall of the beautiful main library hang five seventeenth-century Flemish Gobelin tapestries. In the West Wing is the Cornaro Stained-Glass Window, commissioned for the library from a studio in Birmingham, England, and installed in 1906. Another 2001 addition, the Martha Rivers and E. Bronson Ingram Library, features the Catherine Pelton Durrell Archives and Special Collections with a rare book room, exhibit space, storage, and teaching and reading areas. Manuscript collections range from medieval illuminated manuscripts to the college archives. There are numerous collections from Vassar graduates and faculty: of special note are papers of American writers Elizabeth Bishop, Mary McCarthy, and Samuel Clemens; early naturalist John Burroughs; historian Lucy Maynard Salmon; feminist and historian Alma Lutz; astronomer Maria Mitchell; and anthropologist Ruth Benedict. The tour includes the Main Library, Archives and Special Collections, as well as the Art Library, which is housed in Van Ingen Hall, and the Music Library, housed in Skinner Hall. The fee covers transportation to and from Vassar. *Please wear comfortable shoes for this walking tour.*
http://library.vassar.edu/

T3 Samuel F.B. Morse Historic Site

2:00 pm – 5:00 pm
Fee: $20.00
Limited to 24 registrants

Samuel F.B. Morse (1791-1872) conceived the idea of an electric telegraph in 1832 and patented his idea in 1837. By 1847, he was a national hero with enough money from his invention to purchase a one-hundred-acre estate near Poughkeepsie, which he named Locust Grove. Morse worked with well-known architect Alexander Jackson Davis to create a villa in the Tuscan style, which they added onto the estate's original 1830 Georgian house. Inspired by the landscaping of Andrew Jackson Downing, Morse planned sweeping natural lawns and romantic vistas for his beautiful property. Locust Grove boasts Victorian-style gardens, the Main Perennial Garden, and an heirloom vegetable garden, making the estate one of the best known in the Hudson

Valley. In 1963, it became the first in the Valley to be designated a National Historic Landmark. Fee includes admission, a guided tour of the house and gardens, and transportation to and from the site. *Please wear comfortable shoes for this walking tour.*
http://www.morsehistoricsite.org/

SATURDAY, OCTOBER 26

T4 Huguenot Street and Adair Vineyards

1:00 pm – 5:00 pm
Fee: $40.00
Limited to 24 registrants

Huguenot Street Historic District, a National Historic Landmark in New Paltz, was created to preserve the oldest continuously inhabited street in America with its original houses, a wonderful collection exhibiting Dutch vernacular architecture and furnishings. New Paltz was settled in 1677 by French Huguenots who had fled religious persecution in France. Blending their culture and traditions with those of the Dutch settlers of the Hudson Valley, the Huguenots established a thriving community in the colonial wilderness. Hosted by the Huguenot Historical Society, the guided tour includes the Visitor Center, the French Church, and three houses on Huguenot Street dating from the 1680s, furnished and interpreted as they would have appeared in the early eighteenth century. Afterwards, we will visit Adair Vineyards, one of sixteen wineries found along the Shawagunk Wine Trail. The winery is located in a two-hundred-year-old historic Dutch barn, with a tasting room and gift shop. End your MARAC/NEA conference on this pleasant autumn afternoon with a wine tasting. Fee includes admissions, guided tour, tasting, and transportation to and from sites. *Please wear comfortable shoes for this walking tour.*
http://www.hhs-newpaltz.net/
http://www.hvnet.com/museums/huguenotst/
http://www.digitalcity.com/newyork/ [search Adair Vineyards]

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Workshops

THURSDAY, OCTOBER 24

All workshops are offered on Thursday and are located in the Poughkeepsie Grand Hotel. Workshop registrants will receive confirmation from the MARAC/NEA Education Committee. If you do not receive this notification, you are not registered for the workshop. *Cancellations must be made before October 4 to receive a refund.* Register for **W1 Copyright** directly with the Society of American Archivists; please refer all questions about **W1** to SAA.

W1 Copyright: the Archivist and the Law

SAA Continuing Education Workshop .75 CEUs
9:00 am – 5:00 pm
Registration fee before September 24:
$185.00 (SAA member); $235.00 (non-member)
Registration fee after September 24:
$210.00 (SAA member); $260.00 (non-member)
Limited to 25 registrants

Registration for this workshop is through the Society of American Archivists Education Office. For more information and to register for the workshop, please contact Solveig DeSutter or Patti O'Hara in the SAA Professional Education Department, (312) 922-0140 or **education@archivists.org**
See also **http://www.archivists.org**

This workshop addresses what archivists need to know about copyright in the current age of information commerce. Upon completing this workshop, participants will be able to recognize the complex issues relating to intellectual property rights for authors, owners, and users. The instructor will provide a grounding in the historical rationale for copyright law, describe major legislative and judicial developments, and review the relevance of U.S. federal law for archives and manuscripts. Finally, participants will examine the current law and learn the sequence of decision-making needed for management of copyright issues.

Instructor:
William Maher, *Archivist, University of Illinois at Urbana Library*

W2 Arrangement and Description: Introduction to Archival Processing

9:00 am – 4:00 pm
Fee: $60.00 (MARAC/NEA member);
$70.00 (non-member)

This intermediate-level, full-day workshop will focus on day-to-day decisions for arranging and describing archival and manuscript collections that have minimal original order. It includes discussion of finding aid design, elements of finding aids, guidelines for establishing series and subseries, basic conservation practices, handling problem materials, restrictions, sensitive subject matter, and guidelines for appraisal and weeding. Registrants are encouraged to bring processing questions and all participants will receive a copy of *A Guide For Processing Manuscript Collections*, written by the instructor. This workshop is intended for those with some archival training, such as NEA's "Caring for Historical Records" workshop.

Instructor:
Bruce P. Stark, *Assistant State Archivist, Connecticut State Library*

W3 Disaster Planning for Archivists

9:00 am – 12:00 pm
Fee: $25.00 (MARAC/NEA member);
$35.00 (non-member)

In the wake of the events of September 11, 2001, we have all wondered if we are prepared for a large-scale emergency, particularly one that might affect our collections. It is easy to neglect disaster planning in cultural institutions–the possibility of real disaster seems remote, and there is always another project that needs to be done, right now. Though it is true that large-scale disasters are infrequent, they do occur. More importantly, smaller scale emergencies (such as burst pipes or roof leaks) are relatively common. These small events can easily turn into a disaster if the archives is not prepared to respond quickly and efficiently.

This workshop will guide you through the steps of writing a disaster plan that will address both day-to-day emergencies and the possibility of a larger-scale event.

Topics to be covered include preventing emergencies, protecting collections from further damage once a disaster occurs, organizing a recovery effort, deciding what needs to be included in your disaster plan, and managing the planning process effectively.

Instructor:
Beth Patkus, *Preservation and Archival Consultant*

W4 How to Work with Donors, Development, and Deans to Negotiate and Recognize Gifts

1:00 pm – 4:00 pm
Fee: $25.00 (MARAC/NEA member); $35.00 (non-member)

Do you think your institution's fundraisers have no idea what you do or that they believe your program is not important? Think again! Not only does the development office have an interest in your work, most fundraisers are anxious to help raise monies or direct gifts to your program if it is the right fit for a donor. In fact, a good development officer can use skills in relationship building, gift negotiation, and donor recognition to increase gifts and direct resources to your archives or special collections.

This half-day workshop will explore the world of the development office from the perspective of a former archivist. Topics to be covered include determining and communicating the needs of your archives or special collections program, the mechanics of gift getting (donor identification, cultivation, making the "ask" and negotiating the gift, recognizing and stewarding gifts), donor relations, and establishing a good and trusting relationship with your development office or fundraising team.

Instructor:
Julie P. Bressor, *Associate Vice President for Institutional Advancement, Norwich University, Northfield, Vermont*

W5 The Nuts and Bolts of Writing a Successful Grant Proposal

1:00 pm – 4:30 pm
Fee: $25.00 (MARAC/NEA member); $35.00 (non-members)
Limited to 25 registrants

Have you ever considered applying for grants for your institution? The process can be daunting, confusing, and difficult to complete. But guidance and help from an expert can illuminate the way. This half-day workshop will focus on the primary elements that make up a successful grant proposal. Participants will learn how to develop a grant proposal to meet the specific requirements for public funding sources, how to "fine tune" proposals in order to make a good first impression, and how to develop cooperative projects that may improve an institution's chances of receiving funding. The workshop will provide ample opportunity to share ideas for potential grant proposals and to discuss how these ideas might be best presented.

Instructor:
Daniel Stokes, *Program Officer, National Historical Publications and Records Commission*

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Sessions

FRIDAY, OCTOBER 25

1:45 pm – 3:15 pm

S1 Creating an Archives Web Page

Archives are now expected to have a presence on the World Wide Web. A repository or departmental Web page presents that face to the world and allows unprecedented access to our unique archival holdings. However, creating a Web page is labor-intensive and often is a collaborative effort with designers who know little or nothing about the archival profession. Three speakers will share their experiences of creating departmental Web pages. Topics include the content needed for an effective departmental page; lessons "learned the hard way" in designing and managing a library's site; and what a designer needs to know from you in order to create an effective and attractive site.

Chair:
Daniel Sokolow, *Archives Coordinator, David Taylor Archives, North Shore-Long Island Jewish Health System*

Presenters:
Eliot Wilczek, *Associate Archivist, Robert D. Farber University Archives & Special Collections Department, Brandeis University*
Dan Linke, *Assistant Archivist for Technical Services, Princeton University*
Kathren Torraca, *Web Librarian, Columbia University Health Sciences Library*

S2 Should You Go Digital? Evaluating Your Archives for Potential Digital Collections

This session is designed for archivists new to the world of creating digital collections. The presenters will discuss the best ways to survey and evaluate your archives for viable digital collections. Speakers will detail issues that must be clear in the conception phase of a digitization program: copyright and licensing issues, institutional priorities, funding sources, staff time and labor, long-term preservation of the digital objects, outsourcing options, training necessary to accomplish the job, and the potential impact of digital collections upon teaching, reference services, and the levels of description needed when processing collections.

Chair:
Mary Anne Stets, *Curator of Photography and Director of Intellectual Property, Mystic Seaport Museum*

Presenters:
Nicole Bouché, *Head of Manuscript Unit, Beinecke Rare Book and Manuscript Library, Yale University*
Susan Pyzynski, *Librarian, Integrated Library System Development and Special Collections, Brandeis University Libraries*
Robert Cox, *Manuscripts Librarian, American Philosophical Society Library*

S3 Dog and Pony Shows

Repository tours are an important part of outreach for archival institutions. They provide the opportunity for institutions to show off their treasures to prospective donors, school children, new employees, or a general audience. Tours differ depending on the make-up of the audience. Also, the way institutions handle tours can depend on their staffing and mission. This session will bring together archivists from two differently sized repositories that offer "dog and pony shows." Speakers will discuss how they manage tour groups related to their other responsibilities, how tours relate to their institution's mission, how to maintain security without limiting the tour experience, and some practical dos and don'ts.

Chair:
Elizabeth Carroll-Horrocks, *Technical Services Librarian, Harvard Theatre Collection*

Presenters:
Stacey C. Peeples, *Archivist, Pennsylvania Hospital*
James D. Moran, *Director of Outreach, American Antiquarian Society*

S4 Using Archives as Teaching Tools

We all know how exciting it can be to use and explore original documents. But how do we instill that sense of excitement and discovery in teachers and students? The American Memory Project at the Library of Congress and grant-funding bodies such as the Institute for Museum and Library Services (IMLS) have set the agenda for archivists to become involved in introducing primary source material to K-12 learners. Two schoolteachers who have successfully used primary documents in their teaching will discuss their experiences and projects in depth. A middle school social sciences teacher will explain how he used historical documents to instruct his students in critical thinking. The second speaker will describe the senior high school class research project that she designed using primary source material from the Urban Archives at Temple University.

Chair:
Joan Brodsky Schur, *Teacher and Social Studies Consultant, Village Community School, New York City*

Presenters:
Antone (Tony) Andrade, *Social Sciences Teacher, Tomlinson Middle School, Fairfield, CT*
Donna Sharer, *Social Studies Teacher, Northeast High School, Philadelphia, PA*

FRIDAY, OCTOBER 25

3:30 pm – 5:00 pm

S5 Moving an Archives

Moving an archives or historical library can be one of the most stressful events in any archivist's career. This session will discuss what you need to know to move a collection successfully with minimum wear and tear on your holdings and yourself. Speakers will discuss topics such as planning the move, finding temporary space or storage, selecting a mover, packing material, security, tracking the inventory throughout the move, and much more.

Chair:
Janet Linde, *Archivist and Records Manager, American Civil Liberties Union*

Presenters:
Paul Carnahan, *Librarian, Vermont Historical Society*
Richard Wandel, *Archivist/Historian; Lesbian, Gay, Bisexual and Transgender Community Center National History Archive*
William Overton, *William B. Meyer Library Relocation, Inc.*

S6 Strategic Planning

Preserving the past in an archives requires a vision for the future, a vision that is embodied in a strategic plan. Speakers will proscribe what is needed to create a strategic plan and describe the experiences of developing and implementing one. Topics will include defining tactics to ensure a successful program, building consensus between individuals and departments, developing measurable goals and objectives, and formulating strategies to meet those goals.

Chair:
Christine Ward, *Acting State Archivist, New York State Archives*

Presenters:
Martin Levitt, *Associate Librarian for Administration, American Philosophical Society Library*
Margery Sly, *Deputy Director, Presbyterian Historical Society*

S7 Administering a Grant

Successful grantsmanship requires more than developing and writing a grant. Administering a grant is just as important and, in fact, may be the most challenging aspect of the grant process. This session will cover the administration of a grant from both the grantor's and grantee's perspectives. Speakers will discuss the types of projects granting institutions fund and their experiences

☛ When you pack your bags,
don't forget to include this copy of the program, as it will be the only publication you receive that describes the sessions!

once funding was awarded, from posting notices of grant positions, ordering supplies, establishing procedures, implementing the workflow, and writing the final report.

Chair:
Susan Hartman, *Section Head of Local Government, State, Judicial and Statewide Services Section; Bureau of Archives and History; Pennsylvania Historical Museum Commission*

Presenters:
Joyce Ray, *Director, Office of Library Services, Institute of Museum and Library Services*
Joan Echtenkamp Klein, *Assistant Director for Historical Collections and Services, University of Virginia Health Sciences Library*
Margaret Jerrido, *Archivist and Head of Urban Archives, Temple University*

S8 Archives, the Environment, and Environmental Monitoring

Environmental control of temperature and relative humidity within certain standard parameters has long been recognized as the most cost-effective means of preserving collections. This session will address how to gather meaningful environmental data, how to measure and evaluate the cumulative effects of environmental conditions, and how to use this data to effect change. Three speakers will share their experiences with using environmental monitoring and control successfully.

Chair:
Steve Dalton, *Director of Field Service, Northeast Document Conservation Center*

Presenters:
James Reilly, *Director, Image Permanence Institute*
Ernest Conrad, *President, Landmark Facilities Group, Inc.*
Richard Kershener, *Director of Preservation and Conservation, Shelburne Museum*

SATURDAY, OCTOBER 26

8:45 am – 10:15 am

S9 Security in Archival Institutions

Protecting our holdings against theft, destruction, or vandalism is one of the essential duties of an archivist. Speakers will discuss the "macro" aspects of security–the overarching planning needed to implement security measures–as well as the "micro" issues, such as reading room procedures, locks, and surveillance systems. Speakers will also review security issues that must be addressed before and after a disaster to minimize risk and maximize recovery. In addition, two speakers will discuss procedures and problems in balancing access and security based on their findings from a survey of special collections in large urban libraries.

Chair:
Mimi Bowling, *Director, Random House, Inc., Archives*

Presenters:
Richard Strassberg, *Associate Director, Catherwood Library, and Kheel Director, Kheel Center for Labor-Management Documentation and Archives, Cornell University*
David Lowry, *Regional Advisory Officer, Region 9, New York State Archives*
Jennifer Evans, *English Short Title Catalog (ESTC) Cataloger, Folger Shakespeare Library*
Margaret Goodbody, *Collections Librarian, Washingtoniana Division, District of Columbia Public Library*

S10 Manuscripts in Public Libraries

Many fascinating and important manuscript collections reside in public libraries throughout the country. Unfortunately, researchers are often unaware of the richness of these materials. This session includes speakers from three different institutions with significant manuscript holdings who will describe their collections, explain what has been done to publicize their existence, and show how they have been used in the past. Speakers will approach this topic from different points of view, given the nature of their collections and the mission of their libraries.

Chair:
Mary Ellen Rogan, *Senior Archivist, Billy Rose Theatre Collection, New York Public Library for the Performing Arts*

Presenters:
Leslie Wilson, *Curator of Special Collections, Concord (MA) Free Public Library*
Todd DeGarmo, *Director; Center for Folklife, History and Cultural Programs; Crandall Public Library; Glens Falls, NY*
Joseph Da Rold, *Director, Plainfield (NJ) Public Library*

S11 Maritime History and Manuscripts

For anyone who has processed maritime history manuscripts, it quickly becomes obvious that the descriptive requirements of these collections are significantly different from those of most manuscript collections. The amount of detail that the archivist must provide for researchers is considerably greater because of the nature of their research. They are often looking for specific vessels, names of crewmembers, captains' names, dates of voyages, occurrences of diseases, ports of call, or ships sighted. Providing this level of detail means more note-taking and more processing time for the archivists. This session brings together manuscript curators from three diverse collections to explain how researchers have influenced their processing and description practices, and how this has affected access to the collections and their collecting procedures and policies.

Chair:
Jane Ward, *Archival Consultant*

Presenters:
Lester Weber, *Archivist, Mariners Museum*
John Arrison, *Librarian/Archivist, Penobscot Maritime Museum*
Leah Prescott, *Manuscripts and Archives Librarian, Mystic Seaport Museum*

S12 Archival Education and the Job Search

While in graduate school, the paths and decisions of a budding archivist are guided by the department's curriculum. However, as graduation nears, the student faces the all-important questions of how to look for an internship or where to find a job. This session will focus on what graduate students can do to structure professional development before and after graduation. Two professors of archival education will discuss choosing the proper internship, where to look for jobs, how to read a job ad, and selecting a job (the pros and cons of a grant position, looking at institutions, etc.).

Chair:
Jeannette Allis Bastian, *Assistant Professor and Director of Archives Management Program, Simmons College*

Presenters:
Peter J. Wosh, *Director of the Archival Management Program, History Department, New York University*
Philip B. Eppard, *Dean of the School of Information Science and Policy, University at Albany, SUNY*

SATURDAY, OCTOBER 26

10:30 am – 12:00 pm

S13 Documenting the Environmental Movement

The growth of environmental activism in twentieth-century America changed the way people viewed and preserved the environment. The most obvious and popular expression of this sensitivity was Earth Day, first celebrated in 1970. This session will address the need to collect papers of grass roots organizations, such as the anti-nuclear Clamshell Alliance in New Hampshire, state and national organizations such as the Sierra Club, and related groups, such as the Environmental Advocates of New York State. Two speakers will talk about their experiences documenting the environmental movement and how to identify related materials in political collections. The third speaker will address using environmental activism records in teaching and research.

Chair:
Geoffrey P. Williams, *University Archivist and Campus Records Officer, M.E. Grenander Department of Special Collections and Archives, University at Albany, SUNY*

Presenters:
Brian Keough, *Head, M.E. Grenander Department of Special Collections and Archives, University at Albany, SUNY*
Kim Jarvis, *Department of History, University of New Hampshire*
John Suter, *Coordinator, New York Heritage Documentation Project, New York State Archives*

S14 Fire Detection and Suppression in Cultural Institutions

Not all archives are protected against fire. For many years, the two systems of choice have been sprinklers and Halon. (The latter is still available, but it is no longer being produced.) However, these are no longer the only choices available to archivists to protect their collections. Fire detection systems are now more sensitive than ever, and a number of suppression alternatives have been developed over the past decade. Presenters will address the various options for fire detection sys-

tems as well as sprinklers and water misting systems, explain the various gaseous systems that are on the market, and review the advantages and disadvantages of each system.

Chair:
Virgilia Rawnsley, *Preservation Services Office, Conservation Center for Art and Historic Artifacts*

Presenters:
Nicholas Artim, *Director, Fire Safety Institute*
Peter Nardelli, *Eastern Regional Sales Manager, Kidde Fire Systems*

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S15 Web Design for Digital Collections

Good Web design for presentation of digital collections is critical to making them approachable and usable. Speakers will discuss best practices for presenting digital collections on the World Wide Web. They will provide suggestions for making the collection visually attractive and interesting, how best to structure and organize the Web site, how to guide users around the Web pages, how best to direct them to the topics they want, and what basic technical issues and software you should know to create an eye-catching Web site.

Chair:
Stephen Yearl, *Digital Resources and Systems Archivist, Manuscripts and Archives, Yale University*

Presenters:
Eleanor Brown, *Technical and Digital Services Archivist, Rare and Manuscript Collections, Carl A. Kroch Library, Cornell University*
Peter Nelson, *Assistant Archivist, Amherst College Archives and Special Collections*

S16 HTML-Encoded Finding Aids: KISS & the Web

This presentation provides practical, "simple" solutions for directly mounting finding aids on the Web with word processing software. The HEFA (HTML-Encoded Finding Aids) example from the Reuther Library employs the terminology of EAD (Encoded Archival Description), but also provides a technical counterpoint to that standard. Discussions will extend to future models for archival description in the Web era.

Chair:
Kathleen Roe, *Chief, Archival Services, New York State Archives*

Presenters:
Frederick Stielow, *Director, Reuther Library, Wayne State University*

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By Train:

The Poughkeepsie train station (served by both Amtrak and Metro-North) is within one mile of the hotel. Taxis are available outside the station. Taxi fare should be under $5.00.

☞ ***From New York City via Metro-North:***

Take Metro-North from Grand Central Station. Trains run every hour. The trip takes about 1.5 to 2 hours; and one-way fare costs between $9.50 (off-peak hours) and $13.00 (peak hours). For more information **http://www.mta.nyc.ny.us/mnr/html/planning/schedules/sched_form.cfm**

☞ ***From all points via Amtrak:***

Currently, four Amtrak train lines service the Hudson Valley and stop in Poughkeepsie: the Adirondack (New York City-Montreal), Empire Service (New York City-Niagara Falls), the Ethan Allen Express (New York City-Rutland, VT), and the Maple Leaf Express (New York City-Toronto, Ontario). Please note: between New York City and Poughkeepsie, the fare on Amtrak is considerably higher than the Metro-North fare. Travelers originating in New York City should take Metro-North as noted above. For more information, contact Amtrak at (800) USA-RAIL or visit **http://www.amtrak.com**

By Plane:

Stewart International Airport is located in Newburgh, New York, 20 miles from Poughkeepsie. There is no regular mass transit between Stewart Airport and Poughkeepsie. If you fly into Stewart, you will need to either rent a car, or arrange transportation with a limousine service or taxi. **http://www.stewartintlairport.com/home.html**

The hotel recommends Affordable Luxury Limousine (800-258-9879). One-way fare from Stewart is $60.00 plus 15% gratuity plus 5% service charge. Other cab and car services advertise airport rates between $35.00 and $45.00: AAA Transportation (845-473-7600, $45.00); Anthony's Taxi (845-485-8580, $35.00); Allen's Airport Service (845-473-6400, $35.00); Yellow Cab Co. (845-471-1100, $41.00).

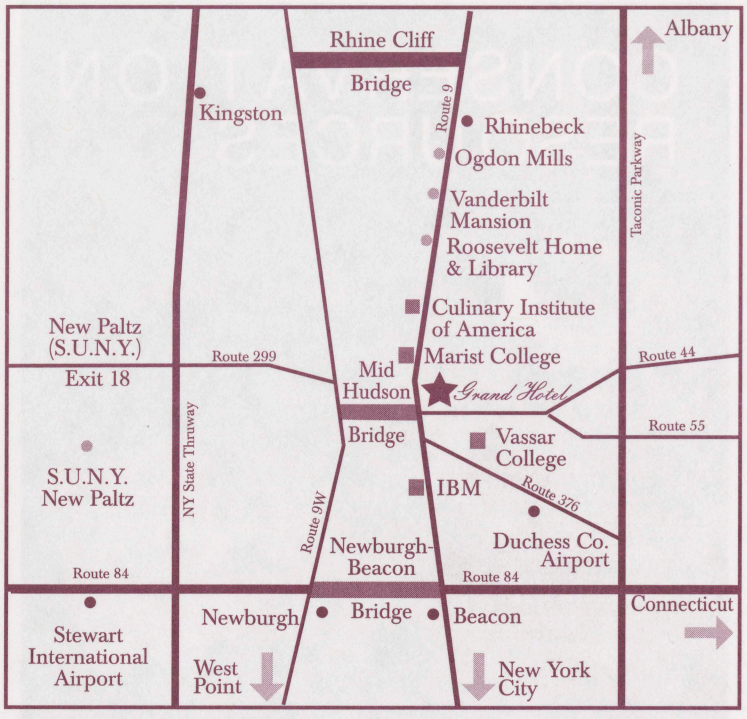
Southwest Airlines and many other carriers fly into Albany International Airport, 75 miles north of Poughkeepsie (approximately two hours driving time from the hotel). **http://www.albanyairport.com**

Those who fly into LaGuardia or JFK Airports in New York City should take a bus to Grand Central Station and then take Metro-North as noted above.

Driving Directions:

☞ ***From New England (CT, coastal New England):***

Take Interstate 84 West to the Taconic State Parkway North. Take the Taconic State Parkway North to Route 55 West (toward Poughkeepsie). Upon entering the City of Poughkeepsie, Route 55 will merge with Route 44 and become one way (heading west). Continue west until you see the Grand Hotel on the left. Follow the road as it curves around to the left. At the next traffic light turn left onto Main Street. Turn left at the next traffic light onto Market Street. The hotel will be immediately on your left.



From New England (MA, ME, VT, NH; scenic, perhaps a bit longer than I-84, above):
Take the Mass Pike (Interstate 90) West. After crossing into New York, take the first exit for the Taconic State Parkway South. Take the Taconic State Parkway South to the exit for Route 44 West (toward Poughkeepsie). Upon entering the City of Poughkeepsie, Route 44 will merge with Route 55 and become one way (heading west). Continue west until you see the Grand Hotel on the left. Follow the road as it curves around to the left. At the next traffic light turn left onto Main Street. Turn left at the next traffic light onto Market Street. The hotel will be immediately on your left.

Please note: Interstate 87 is the New York State Thruway from New York City to Albany along the west side of the Hudson River; it is a toll road. Interstate 84 is a major east/west artery across Pennsylvania, New York State, and Connecticut. The Taconic State Parkway is a state highway running north/south through eastern New York State. Those traveling from north and west of Poughkeepsie should take the New York State Thruway South. Those coming from points south and traveling on the New York State Thruway should exit at Exit 17 and follow the directions for Interstate 84, below.

From points north and west of Poughkeepsie via the New York State Thruway (Interstate 87):
Take the New York State Thruway to Exit 18 (Route 299 - New Paltz). After leaving the toll plaza, take Route 299 east. At intersection with Route 9W, turn right onto Route 9W South. Cross the Franklin D. Roosevelt/Mid-Hudson Bridge into the City of Poughkeepsie. At the third traffic light after crossing the bridge, turn left onto Market Street. After the second traffic light, the hotel will be on the left.

From points south and west of Poughkeepsie via Interstate 84:
Take Interstate 84 East to Exit 10, Route 9W. At traffic light, turn left onto Route 9W North. Follow Route 9W North approximately 14 miles to the Franklin D. Roosevelt/Mid-Hudson Bridge. Cross the Mid-Hudson Bridge into the City of Poughkeepsie. At the third traffic light after crossing the bridge, turn left onto Market Street. After the second traffic light, the hotel will be on the left.

From Southern NYS/NYC/LI, and points south and east via the Taconic State Parkway:
In Lower Westchester County, take the Bronx River Parkway North. The Bronx River Parkway becomes the Sprain Brook Parkway North. The Sprain Brook Parkway becomes the Taconic State Parkway in upper Westchester County. Take the Taconic Parkway North to Route 55 West (toward Poughkeepsie). Upon entering the City of Poughkeepsie, Route 55 will merge with Route 44 and become one-way (heading west). Continue west until you see the Grand Hotel on the left. Follow the road as it curves around to the left. At the next traffic light turn left onto Main Street. Turn left at the next traffic light onto Market Street. The hotel will be immediately on your left.

Parking:

There is a municipal parking garage adjacent to the hotel. The hotel will validate parking tickets at any time for hotel guests. Those parking on a daily basis may have their tickets validated by the hotel before 6:00 pm on weekdays. After 6:00 pm and on weekends, the cost per day to park at the garage is only $1.00.

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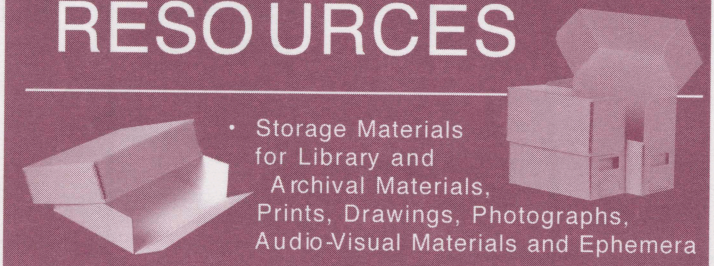

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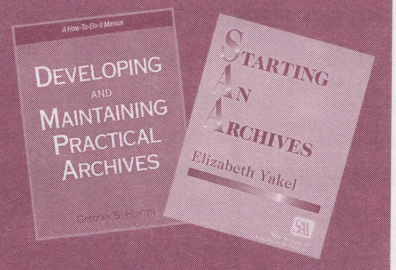

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Contact Christine Crawford-Oppenheimer at (845) 451-1322 or **c_crawfo@culinary.edu** if you will need childcare, or have any questions about this meeting.

REGISTRATION

Postmarked by October 4, 2002:	❒ MARAC/NEA Member $60.00	❒ Non-member . . . . . $ 95.00*
Postmarked after October 4, 2002:	❒ MARAC/NEA Member $70.00	❒ Non-member $105.00*
After October 18 (On Site Registration):	❒ MARAC/NEA Member $80.00	❒ Non-member. $115.00*

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		MARAC/NEA Member	Non-member
❒ W2 Thursday	**Arrangement and Description**	$60.00	$70.00
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❒ T1 Thursday	**Culinary Institute of America**	$15.00
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❒ T3 Thursday	**Samuel F.B. Morse Historic Site**	$20.00
❒ T4 Saturday	**Huguenot Street and Adair Vineyards**	$40.00

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❒ Friday	**Continental Breakfast**	FREE
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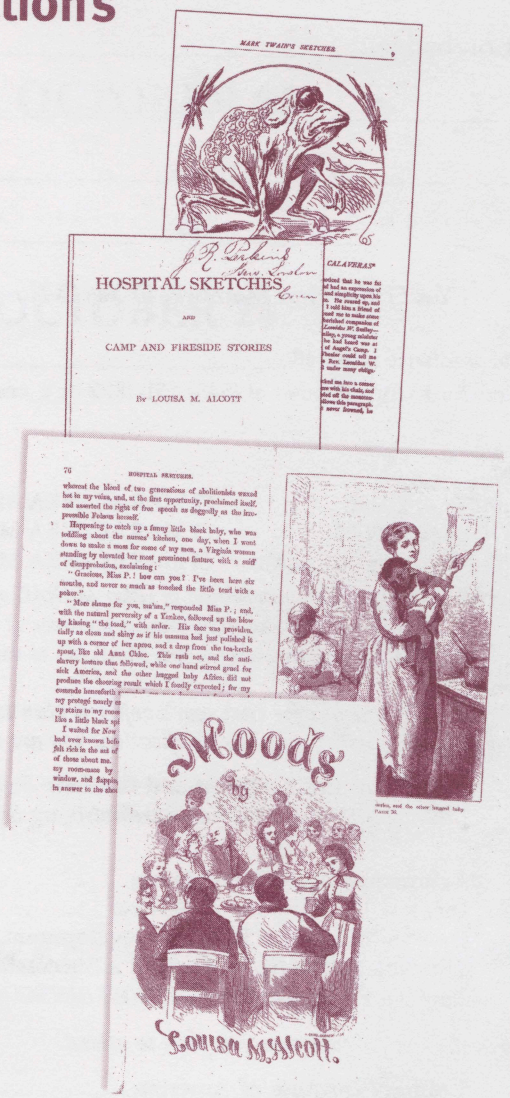

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COVER IMAGE: *Springwood*, the Hyde Park, New York, home of Franklin D. Roosevelt. Photograph courtesy of the Franklin D. Roosevelt Library.